



## Check Out ROPs Manually

### Quick Reference Guide

#### Introduction

This document provides the steps necessary for a user to check out ROPs to a location or bar-code user without using a scanner.

#### Steps

##### Search for the ROP in the Database

First, log into CASE and then access the OTHER PROGRAMS module and perform the following:

1. Click the **Click to Launch** link for the BarCode Search menu option (Figure 1).

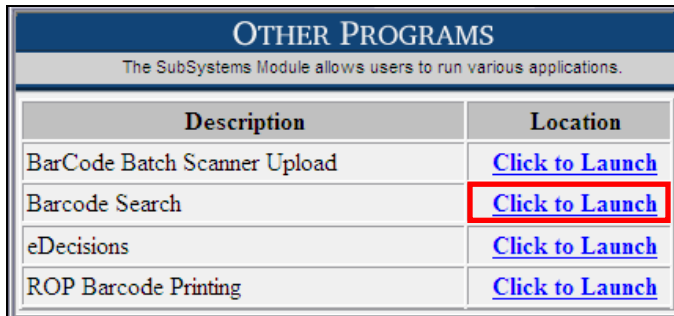


Figure 1

The Barcode Search window opens (Figure 2).

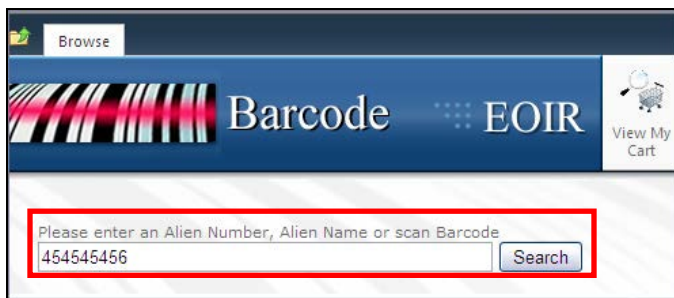


Figure 2

2. Enter the ROP A-Number into the search field, and click **Search**.

The Barcode Search Results window opens and displays the ROP information if the ROP A-Number is in the database (Figure 3).

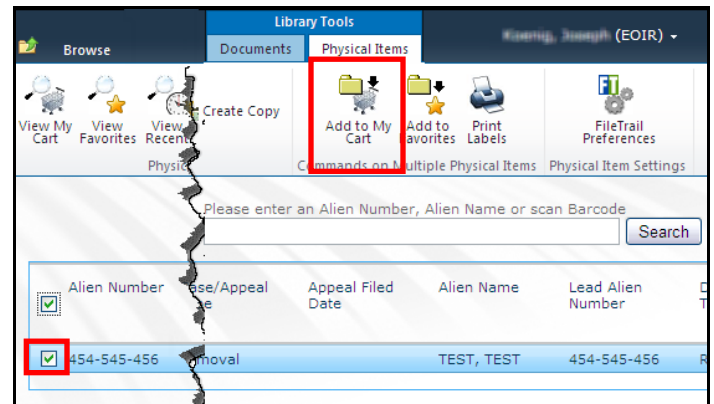


Figure 3

##### Add the ROP to My Cart

3. Check the box on the left of the list for the ROP.
4. Click the **Add to My Cart** icon on the ribbon.

The My Cart window opens with the ROP folder listed (Figure 4).

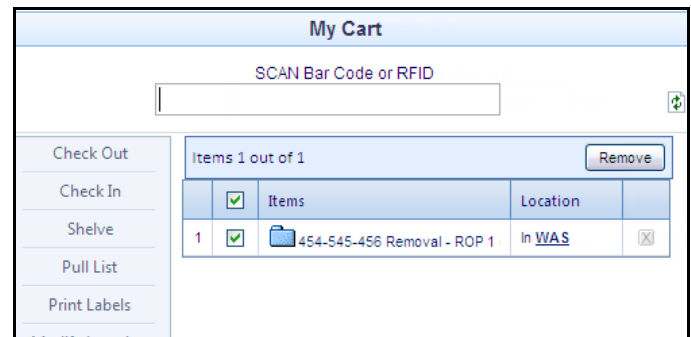


Figure 4

**Note:** If assigning a single ROP to the location/user skip to step 10.

##### Add additional ROPs to My Cart

5. Close the My Cart window.
6. On the Barcode Search Results window, enter the ROP A-Number into the search field (Figure 3).

7. Click **Search**.

The search result displays the ROP information if the ROP A-Number is in the database.

8. Check the box on the left of the list for the ROP.
9. Click the **Add to My Cart** icon on the ribbon.



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The My Cart window opens with the ROP folders listed (Figure 5).

Items	Location
1 [X] 454-545-458 Removal - ROP 1	In WAS
2 [X] 454-545-457 Removal - ROP 1	In WAS
3 [X] 454-545-456 Removal - ROP 1	In WAS

Figure 5

**Note:** To assign multiple ROPs to the same location/user, complete steps 5 through 9 until all ROPs being assigned are listed in My Cart.

### Check Out the ROP(s)

10. On the My Cart window, click **Check Out** (Figure 5).

The Check Out window opens with the ROP(s) listed (Figure 6).

Items	Location
1 [X] 454-545-458 Removal - ROP 1 (7000068914)	In WAS
2 [X] 454-545-457 Removal - ROP 1 (9000068474)	In WAS
3 [X] 454-545-456 Removal - ROP 1 (7000068913)	In WAS

Figure 6

Use the Check Out window drop-down menus to assign the ROP(s) destination.

11. Click the **Location** drop-down menu and select the Location.

12. Click the **Check Out To** drop-down menu and select the recipient of the ROP(s).

**Note:** Verify the location/user selected is correct, if not repeat steps 11 and 12.

**Note:** Unchecking the **Remove from Cart when finished** box (Figure 7) allows you to verify the move in the My Cart window.

13. Click **Check Out** (Figure 7).

Check Out To: Sanborn, Sein  
Location: WAS  
Due Back Date: [Calendar Icon]  
Default | 1 Week | 2 Weeks | 30 Days | 60 Days | 90 Days  
[X] Remove from Cart when finished.

Figure 7

The Check Out window closes.

**Note:** On the My Cart window, verify the ROP(s) location is the newly assigned location. If not, close and reopen the My Cart window (click **View My Cart** on the Barcode Search Results window ribbon). If the location is still not correct contact the EOIR Helpdesk.

After verification, click **Remove** to delete the ROP(s) from the cart (Figure 8).

Items	Location
1 [X] 454-545-458 Removal - ROP 1	Out to Sein Sanborn
2 [X] 454-545-457 Removal - ROP 1	Out to Sein Sanborn
3 [X] 454-545-456 Removal - ROP 1	Out to Sein Sanborn

Figure 8

14. Close the My Cart, Barcode Search Results, and Other Programs windows.

15. Log out of CASE.